

## JOB DESCRIPTION



**Job Title:** Accounts Payable Analyst  
**Department:** Indiana Supreme Court, Office of Judicial Administration, Finance  
**Salary:** \$36,000 – \$43,000, commensurate upon education and experience  
**Status:** Regular, full-time (37.5 hours per week minimum)  
**Responsible To:** Chief Justice, Indiana Supreme Court and the Chief Financial Officer (CFO)  
**To Apply:** Submit resume by September 5<sup>th</sup>, 2016, to [HRCourts@courts.IN.gov](mailto:HRCourts@courts.IN.gov).

The Indiana Supreme Court's Office of Judicial Administration has an immediate opening for an Accounts Payable Analyst, in the finance division. This position is responsible for managing daily accounting operations, with a specific focus in the areas of accounts payable, accounts receivable, general ledger, travel, budget, and grants. This role manages the timely completion, processing, and filing of invoices, for internal agencies shared expenses. Tracks payments and updates documents for accounts payables, chargebacks, and deposits. Maintains general ledger entries, scans documents to SharePoint, processes and tracks new vendor forms, and assist with grant administration.

### Essential Duties:

Responsibilities include, but not limited to:

- Timely processing of all invoices in PeopleSoft Financials
- Prepare and process travel reimbursements through PeopleSoft in accordance with state guidelines
- Establish grants and projects in PeopleSoft, as needed
- Review, investigate, and correct errors in financial entries
- Prepare reports for Federal Grant fund drawdowns
- Timely receipt and deposit of all monies collected
- Generate reports from PeopleSoft as requested
- Track, copy, and file all financial documents in an organized fashion
- Assist CFO with budget work, as needed
- Assist in drafting policies and procedures to instruct staff, in best practices and requirements
- Prepare highly confidential reports and forecasts on cash receipts and disbursements
- Offer recommendations on feasibility of accounting information system proposals
- Develop and maintain good working relationship with representatives from State Board of Accounts, GMIS, State Budget Agency, and other appropriate state agencies
- Other essential duties may be added in the future as the Court requires

### Qualifications and Requirements:

Accredited Associates Degree in Accounting, Finance, or related field of study

- Proficiency in Microsoft Word, Excel, Access, Outlook, and SharePoint
- Possess working knowledge, or ability and willingness to learn PeopleSoft Financials®
- Excellent verbal and written communication skills, including telephone etiquette, required
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free
- High degree of data-entry proficiency without errors
- Demonstrated ability to follow through on tasks, pay attention to details, and work independently
- Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other department staff, outside agency personnel, and/or the public

- Ability to be organized and flexible and to take instruction from others
  - “Service” work ethic that constantly looks for ways to help others without being asked
  - Ability to work quickly and efficiently under pressure and on multiple tasks simultaneously
  - Ability to work both independently and with others in a team-oriented office environment
- Demonstrated ability to follow through on tasks, pay attention to details, and work independently

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest. Have and maintain a clean criminal history, and must abide by the Employee Handbook

**NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.**

*The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.*

*If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in apply for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.*